

Job Title	Program Specialist IV
Job Code	
Exempt Status	Exempt *Exemption may be subject to applicable salary requirements from the Department of Labor
Position Status	
EEO Classification	

Job Summary

The Program Specialist IV, under general supervision, performs complex administrative and supervisory work.

Essential Duties and Responsibilities

- Plans and develops specialized programs such as conferences, seminars, lectures, meetings, and workshops to facilitate program goals. Plans, develops, implements, coordinates, and monitors program or services. Develops and assess programs.
- Interprets policies, rules, and regulations, and ensures they are followed.
- Confers with staff on program issues and problems, and recommends solutions. Prepares and oversees the preparation of training and operational manuals.
- Prepares and maintains budgets, special reports, and other documents. Prepares and reviews reports on the effectiveness of program activities.
- Participates in the development of program goals and objectives. Develops and recommends program guidelines, procedures, policies, rules, and regulations. Attends meetings and conferences to discuss the progress of assigned programs.
- Oversees the work of assigned program staff

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor’s degree in applicable field or equivalent combination of education and experience.

Experience – Six years of related experience.

Knowledge of – Knowledge of word processing and spreadsheet applications.

Ability to – Ability to multitask and work cooperatively with others. Excellent verbal and written communication skills. Strong interpersonal, organizational, and customer service skills. Maintains attention to detail and utilizes sound judgment.

Licensing / Professional Certification – None.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position may supervise employees.

Other Requirements